Volunteer Coordinator Evaluation Form

Faith in Action of Bloomington-Normal

Employee Name: Rating Period: to

**Rating:**

**E (Exceeds)** – consistently goes above and beyond in demonstrating behaviors associated with criteria, is viewed as a role model and is utilized as a resources.

**A (Achieves)** – Consistently can be counted on to do what is expected. My occasionally exceed or need improvement.

**G (Area for growth)** – This is an area for further growth and development

**N/A (Not applicable) –** Has not yet had the opportunity

**Job Duties:**

Organizes, coordinates and manages the recruitment of volunteers.

 With the director, provides monthly orientation events for new volunteers conducting up-to-date and lively orientation sessions to engage volunteers and to provide knowledge needed to volunteers to provide needed service**.**

Maintain a diverse force of volunteers for organization.

 Assist with development of appropriate training materials, revising as necessary.

 Work with office manager and director to provide meaningful service opportunities for volunteers.

 Along with Volunteer Appreciation Committee, coordinate volunteer appreciation events.

 Assists with organization of the BNFIA Heart of Faith Gala or other fundraiser as assigned.

 At least every two years, coordinate volunteer surveys or hold volunteer focus groups to maintain open communication with volunteers

 Organize quarterly staff meetings for volunteer office staff

 Maintain volunteer recruitment sites such as United Way and volunteer match

 Attend BNFIA sponsored events as needed

**Accountability:** Maintains orderly environment welcoming to volunteers and other co-workers

 Is organized and completes own work in an orderly and timely manner

 Reliable and timely attendance at meetings

 Follows through on providing information as requested or as offered to research

**Interpersonal skills:**

 Treats care receivers, volunteers, and staff with care, courtesy, and consideration

 Communicates well with staff, volunteers, and care receivers

 Empowers volunteers to utilize their skills to maximum effect

 Interacts appropriately with integrity and works to build a trusting, professional relationship with others.

 Collaborates with appropriate team members

 Maintains personal morale, positively influences the morale of the team. Exhibits a positive attitude.

 Communicates directly and effectively with the other party in writing, in person, in groups, and on the phone. Communicates in a timely manner to other parties, and keeps abreast of potential issues.

**Quality:**

 Looks for ways to improve procedures, recommends solutions and implements appropriately.

 Uses data to recommend changes

 Effectively and efficiently utilizes resources, supplies, and equipment

 Respects beliefs of all faith partners

Supervisor Comments:

Staff comments:

Supervisor Signature / Date:

Staff Signature/Date: